

**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS  
2010 – 2011 HOME ACCESS PROGRAM  
REQUEST FOR QUALIFICATIONS  
ACCESSIBILITY MODIFICATION SERVICES**

**I. PURPOSE:**

The Georgia Department of Community Affairs (DCA), has formed a collaborative agreement with the Brain and Spinal Injury trust Fund Commission (BSITFC) to improve the accessibility of homes in which an individual or family with a traumatic brain injury or spinal cord injury resides. These BSITFC funds will provide for home modifications that will be completed by the DCA network of Contract Administrators.

To further expand our network of Contract Administrators, DCA is seeking proposals from experienced nonprofits that may include faith-based organizations and/or regional development centers hereinafter called (“Contract Administrators”) to improve the accessibility of homes in which an individual with a disability resides and utilizes as their primary residence. We are interested in having full coverage to complete modifications on a Georgia statewide basis.

**II. GEORGIA HOME ACCESS PROGRAM:**

The Georgia Home Access Program, more fully detailed in the Georgia Home Access Program Description, will assist homeowners with BSITFC funds to complete accessibility modifications on their single family homes. Assistance is available to qualified persons identified by the BSITFC, intake and application staff.

**III. PROVIDER ELIGIBILITY:**

Respondents must be a not-for-profit entity with a 501(c) 3 or 501(c) 4 designation and possess legal authorization to operate in the State of Georgia, and have experience in providing accessibility modifications and/or the capacity to partner with entities having such experience to successfully carry out the administration of the program and/or the capacity to partner with entities having such experience to successfully carry out the administration of the program.

**IV. SCOPE OF SERVICES REQUIRED**

The Contract Administrator will coordinate the implementation of accessibility improvements at homes of BSITFC individuals and families that have been medically approved by the BSITFC for these modifications. The Contract Administrator is responsible to deploy staff, review modifications to be completed, seek bids for the scope of work and type of modification to be completed, complete all necessary documentation required in the application packet and provide contractor estimates to provide necessary accessibility improvements.

- A. The Contract Administrator will contact the BSITFC individual/family to schedule and conduct an intake assessment to determine scope of work and modification to be completed.
- B. The Contract Administrator will assist in the selection of the contractors. Identify a preliminary work scope and submit two (2) contractor bids of which the homeowner will make the final selection of the contractor for their services.
- C. Once a licensed/bonded contractor is identified a final work scope will be prepared for the accessibility modifications needed, including: a detailed cost estimate along with pictures, which are to be acquired and accepted to the Contract Administrator. The BSITFC individual/family will select the lowest bid or the best bid. Written explanation and justification will be necessary when a bid with a higher price is selected.
- D. Based on the scope of the work identified the BSITFC individual/family and contractor(s) will agree and accept the specified terms and enter into separate agreement(s) which outline the specific service provisions, construction amount and a proposed completion date. This will be done with approval of the Contract Administrator.
- E. The Contract Administrator will submit the completed reservation request that will include full documentation and estimates to DCA for review and approval determination. If denied, DCA will provide written notification and the Contract Administrator on the specific reasons for the denial. Contract administrators can resubmit their reservation request for reconsideration based on corrective actions or changes in submission criteria.
- F. Upon approval of the reservation request, a Notice to Proceed Determination will be issued by DCA. DCA will reserve the requested amount of BSITFC project funds including the administrative fee for the home modification project.
- G. The Contract Administrator is responsible for collecting all necessary signatures of the homeowner(s) and contractor(s), and the independent third party inspector(s). In addition, the Contract Administrator will be responsible for the submission of all disbursement requests to DCA, along with pictures of completed construction projects.
- H. DCA will approve the submitted disbursement pay request solely based on the information included with the "Notice to Proceed Determination". All remaining documentation which details services rendered must be submitted in order for the payment to be processed.
- I. The Contract Administrator will assume responsibility for all project management activities related to the accessibility improvements to be performed at the home. This includes: but is not limited to; intake assessment, coordination of the work scope development, monitoring and oversight of the contractor(s), coordination of the inspection(s), and preparation of all reservation requests and disbursement pay requests for submission to DCA, and electronic receipt of funds from DCA and payment of contractors, and all other associated staff.
- J. The Contract Administrator receive an administrative costs that can be billed per project for their costs that include intake assessment, work scope development, project management, construction inspections, receipt and disbursement of funds and program administration. The administrative fee for a Contract Administrator for a single project, such as a ramp or a kitchen modification is \$350.00. For multiple modification projects such as a kitchen and bathroom modification, the administrative fee for the Contract Administrator is \$500.00. \$500.00 will be the maximum amount a Contract

Administrator can charge for their work on any given modification project. Administrative costs will only be considered for approved projects.

## **V. EVALUATION CRITERIA:**

All responses to this Request for Qualifications will be evaluated on the basis of the Contract Administrator's ability to provide construction improvements or home accessibility modifications and/or the capacity to partner with these agencies to successfully administer the program.

DCA reserves the right to reject substantially incomplete responses without a detailed review. By its sole discretion, DCA reserves the right to contact the organization and request additional information, reject any and/or all responses or any part thereof, waive any minor irregularity in the responses, and to accept any response that is in the best interest of the State of Georgia.

## **VI. ADDITIONAL INFORMATION:**

Please follow the attached instructions in order to provide a timely response.

- A. The response to this Request for Qualifications should be submitted to the Department of Community Affairs (DCA), Office of Special Housing Initiatives at 60 Executive Park South, NE, Atlanta, GA 30329 Attn: Ronald Pounds, Disability Housing Coordinator.
- B. RFQs will be accepted on an on-going basis as we are continuing to provide Contract Administrators to provide full coverage on a Georgia statewide basis. Please contact DCA as listed below to determine unmet coverage areas prior to submission of a RFQ.
- C. Send one original and one copy of the response delivered to DCA at the above address.
- D. Questions regarding the RFQ may be emailed to Ronald Pounds at [ronald.pounds@dca.ga.gov](mailto:ronald.pounds@dca.ga.gov) or you may call 404-327-6864.
- E. Applicants will be notified of DCA's determination upon completion of application review.
- F. Provide the following information:
  - i. Financial Information: Most recent audited financial statements, Attachment F of OMB Circular A-110 (Rev.): "Standards for Financial Management Systems" as evidenced by a notarized statement by the president or chief financial officer of the organization OR a certification from a Certified Public Account.
  - ii. Nonprofit Legal Authorization: Evidence that the nonprofit is legally authorized to operate in the State of Georgia as evidenced by a Certificate of Existence issued by the Secretary of State.
  - iii. Nonprofit Status: Certificate Letter from the Internal Revenue Service providing tax exemption ruling under Section 501(c) (3) or (4) of the IRS Code of 1986.

- iv. Experience: Provide a narrative describing the mission and purpose of the organization, and past experience with providing accessibility improvements, weatherization and/or construction activities. Provide resumes of all key staff directly responsible for managing this contract.
- v. Service Capacity: List the counties in the geographic service area of the organization and counties where these services will be offered, if different. Describe briefly the organization's plan to provide these services to ensure that quality improvements will be undertaken with these funds.
- vi. Number of accessibility modifications completed in the last 2 years with some representative pictures detailing the work.
- vii. Current description of any home modification program that your agency may currently be offering to persons with disabilities.
- viii. Resolution: Submission of a resolution by the nonprofit's Board of Directors authorizing submission of this response to this RFQ and commitment to the program.
- ix. Organizations must comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act (O.C.G.A. § 13-10-90 et. seq.). Organizations must complete the Immigration and Security Form and return it with their Proposal package. If selected, organizations must include a similar provision in all written agreements with any contractors or subcontractors, as approved by DCA who are engaged to perform services under the written agreement with the Agency.

## **VII: DISBURSEMENT:**

DCA will process Electronic Funds Transfers (EFT) directly to the Contract Administrator. The Contract Administrator will pay contractors on behalf of the BSITFC individual/family homeowner for accessibility modifications completed at the residence. All contracts for service will be by and between the BSITFC individual/family homeowner(s) and the contractor(s). All home modifications noted in the work scope must be agreed upon and accepted by the homeowner and contractor(s). DCA is under no obligation to the Homeowner to pay for work completed unless approved and signed-off by a third-party inspector and all other requirements of this program are met. The Contract Administrator is responsible for securing all necessary signatures and required forms from the homeowner(s), contractor(s) and any other staff utilized on the project. Pay requests will not be processed without the signature of the homeowner on the Homeowner Verification Form to be part of the submission packet upon completion of the home modification project.

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ACCESSIBILITY MODIFICATION SERVICES**

Public Notice is hereby given that the Georgia Department of Community Affairs (DCA), on behalf of the State Housing Trust Fund for the Homeless (SHTF), is requesting qualifications for the following Accessibility Related Services: 1) Intake Assessments 2) Work Scope Development 3) Project Management 4) Construction Inspections 5) Receipt & Disbursement of Funds, and 6) Program Administration.

DCA has a need to expand the network of Contract Administrators which assist in the process of addressing accessibility for individuals with brain and spinal injury disabilities. All Parties interested in obtaining a Request for Qualification, please contact Ronald Pounds at (404) 327-6864.